

Particulars of Role and Recruitment for the position of Programming Curator and Coordinator with Athlone Arts and Tourism

BACKGROUND

Athlone Arts & Tourism operates Luan Gallery, Athlone Castle and Abbey Road Artists' Studios. These sites are of major significance to the cultural landscape of Athlone and the visual arts sector in the Midlands. Athlone Arts & Tourism is seeking to appoint a *Programming Curator and Coordinator*. Details and particulars of the post are set out hereunder:

THE ROLE

Athlone Arts and Tourism is seeking to engage a committed and talented *Programming Curator and Coordinator* and who will play a key role in delivering visual art and educational programmes at Luan Gallery and Abbey Road Artists' Studios. The successful applicant will be part of a small dynamic team and will play a key role in contributing to the municipal visual arts gallery for Athlone, County Westmeath and the Midlands. He/she will report to the Manager and will work closely with the Management team to deliver visual art exhibition and educational programmes for Luan Gallery and Abbey Road Artists' Studios.

This Fixed Term full-time role will suit a highly motivated, creative, practical and flexible individual who will enjoy working as part of a small team and who has a strong track record in project and programme coordination and delivery and demonstrative interest in contemporary visual arts and artists and their work.

Athlone Arts and Tourism is ideally seeking an individual who has had previous programming and curatorial experience and responsibility within an institutional context. The role will suit an individual at an evolving developmental stage in their own career.

The *Programming Curator and Coordinator* will work closely with management for the delivery, coordination, curation and presentation of the gallery exhibitions to a high standard of public presentation. To this end, the Programme Coordinator and Curator will research into artistic practices and proposals for exhibitions. He/she will work closely with the management team to support the ongoing delivery of the artistic vision of Luan Gallery and Abbey Road Studios and across operation and management of both venues.

(a) Job Title: Programming Curator and Coordinator

(b) Salary: €28,000 pa

(c) Contract: Fixed term full-time position of eighteen months with 2 months probationary period

(d) Responsible To: Athlone Arts & Tourism Ltd.

(e) Reporting To: Management of Athlone Arts & Tourism Ltd.

KEY JOB RESPONSIBILITIES

The *Programming Curator and Coordinator* will be required to undertake a broad range of duties as set out hereunder:

Gallery Exhibitions Programming

- Work closely with management and the gallery advisory panel to programme a diverse visual arts exhibitions programme in line with the gallery objectives and policies
- Research into artistic practices in consideration of proposals for exhibitions in conjunction with management
- Work closely with management and the gallery team on the delivery and installation of exhibitions at Luan Gallery, Abbey Road Artists' Studios, Civic Centre Atrium and on occasion Athlone Castle
- Engage with all exhibiting artists and guest curators to ensure an excellent curatorial and supportive experience for the realisation of their exhibitions at Luan Gallery from early contact through to delivery and run of the exhibition
- Organise and oversee the coordination of inbound and outbound exhibitions across venues (logistics, storage, access, pickup)
- Work with management to curate exhibitions programmed in Luan Gallery, Abbey Road, Civic Centre Atrium and on occasion at Athlone Castle
- Liaise with artists, speakers, couriers, buyers, agents, critics and any other relevant 3rd parties
- Work closely with management to envision and consider future exhibition programmes at Luan Gallery and Abbey Road Studios
- Attend and present programming proposals with management at Programming Panel meetings
- Complete and oversee exhibitions related administration
- Look after gallery sales processes as set-out by the Manager

Education, Outreach and Studios

- Coordinate Abbey Road Artists' Studios residencies, educational activities and events in conjunction with management
- Devise and deliver an education and outreach sessions/workshops programme in conjunction with management for Luan Gallery and Abbey Road
- Co-ordinate the Open Call for Studios in conjunction with management
- Co-ordinate Panel and short-listing of applicants for Studio Residencies with the Manager
- Administer Studio contracts and schedules, ensure that each artist has an up-to-date contract and is welcomed to Abbey Road Studios and Athlone Arts and Tourism
- Co-ordinate an on-going programme of studio artists' talks and events in liaison with the artists and Manager
- Deliver guided tours, curatorial talks and represent the gallery and Studios on discussion panels as required

People

The Programming Curator and Coordinator will, as line manager have supervision responsibilities, working closely with management to;

- Supervise the gallery team to ensure smooth running of front of house duties and reception area and materials to support public engagement with exhibition and invigilation
- Provide curatorial mentorship for gallery staff, in-house interns and volunteers
- Engage and work with co-partners in the delivery of specific exhibitions as relevant
- Provide leadership to front of house and volunteers/work placements
- Recruit and contract artists and facilitators for cultural educational programmes across all facilities
- Provide reports to the manager, attend meetings and record minutes as required

Financial

- Work with management on the preparation of a budget for the annual programme and monitor out-turns against budgets on a periodic basis and report to the manager
- In conjunction with the Manager, oversee the management of exhibition and outreach budgets to ensure that all activities are delivered within available budgets
- Ensure that all monies due are brought to account to include grant claims, sponsorships, box-office receipts, rents and other income
- In conjunction with management, and where feasible, explore sources of additional income and make application grants where feasible
- Verify, monitor, review records and report on weekly takings in accordance with policies
- Ensure that all cash handling procedures and policies are adhered to

Planning

- Assist management in the development and implementation of strategic plans for the long-term programming of the facilities, which will engage both existing and potential audiences
- Liaise with management and Programming Panel on longer-term strategic vision and planning for Artistic Programmes, 2020 +
- Work to create positive relationships with cultural, educational and funding bodies, including the Arts Council, Department of Art, Sports and Tourism, Fáilte Ireland, Heritage Council of Ireland, Creative Ireland etc.
- Explore opportunities for working in partnership with art and cultural tourism stakeholders

Profile & External Communications – Local, Regional & National

- Attract high quality national and where possible international exhibitors and collaborators
- Assist management in developing links with other arts venues, galleries, studios and heritage/tourist sites
- Support ideas for collaboration, co-partnership and funding of artistic programmes
- Communicate with educational bodies such as; universities, third level institutions, schools and community groups relating to public and educational programmes
- Input into gallery talks, artists-in-conversation and other audience events in relation to the Gallery programmes with management
- With manager research/propose further residency programmes and or visiting curators programmes to augment national and international connections – and tie into other programmes that become viable
- Represent the gallery and studios professionally and effectively in the public domain as required
- Be the point of contact of the gallery and the studios and refer to management as required

Customer Service, Administration and Marketing

- Complete front of house duties as required such as welcoming visitors, dealing with queries, bookings, ticketing and cash handling as required
- Write press releases, speeches, essays and guiding copy on gallery exhibitions and studios activities for press and online marketing with support/input of Manager
- Assist with the advertisement and promotion of events and programmes, communicate with local, regional and national press including online media outlets, taking an active role in audience development
- Collect and collate statistics and feedback, ongoing evaluation of exhibition, education and outreach programmes. Complete research as required
- Maintain and update mailing lists, and distribute invitations, posters and other promotional material
- Document and report items relating to security and conservation
- Update social media platforms as required
- Office Administration: duties such as filing, photocopying, processing data and generating reports on visitors, sales etc., developing and maintaining databases, organising postal and electronic mailshots, operating the booking system etc. Regular reporting will be required

General

- The ability to provide First Aid is necessary (training will be provided)
- Venue opening/closing responsibilities may occur

The above duties outline the main functions and responsibilities of the post and may be subject to review in the future. *The Programming Curator and Coordinator* must have a flexible approach to work and be adaptable to carry out other reasonable duties as may be assigned by the management and board of Athlone Arts and Tourism.

CONDITIONS OF EMPLOYMENT

- The *Programming Curator and Coordinator* will be employed on the basis of a Fixed term full-time position of eighteen months with 2 months probationary period and will be subject to one month's notice in writing on either side and depending on continuing finance being available.
- Applicants will be required to work primarily during the opening hours of Luan Gallery. Duty at weekends and evenings (as required) will be an integral part of the working week i.e. the position has a 37.5 hour over 7 days responsibility.
- The salary for the post is €28,000 pa and remuneration shall be paid fortnightly in arrears.
- Applicants must have the flexibility to work hours in line with the seasonal and operational considerations of the facilities.
- Physical demands of the role include standing, walking, delivering guided tours, and carrying files, objects and art works.
- Rostered days and hours including start and finish times will be determined in advance by management.
- Applicants must be flexible with both their time and approach to work and be comfortable carrying out a variety of tasks.

Full terms and conditions will be provided with contract at time of appointment.

QUALIFICATIONS

1. Character

Candidates must be of good character.

2. Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Essential Education/Experience etc.

Each candidate must have:

- A Third level qualification in Fine Art, History of Art or in a relevant subject at degree level
- A minimum of two years relevant programming and curatorial experience within a gallery context with evidence of a track record in producing and curating exhibitions and managing exhibition budgets
- Evidence of strong knowledge of contemporary arts scene and trends in Ireland and internationally
- Evidence of relevant skills and knowledge, in particular of delivery of exhibitions to a high quality of public presentation, within available budgets
- Evidence of connectivity to arts community in Ireland and internationally and experience in liaising with artists and artistic organisations
- Evidence of knowledge and experience of Arts media and communication with press and art journals
- Fluency in English and excellent communication and interpersonal skills
- Evidence of excellent communication and writing skills

- Excellent organisational skills, and rigorous sense of detail
- High level of team work, communication and self-motivation
- Evidence of a high level of proficiency in ICT skills in Microsoft Office, including Word, Excel and Outlook
- Valid driver's licence
- Excellent people skills

RECRUITMENT

- Selection shall be by means of a competition based on an interview conducted by a board on behalf of Athlone Arts & Tourism Ltd.
- Short listing will be applied where necessary on the basis of the information on qualifications and relevant experience supplied by candidates in their application.
- Interviews will be held in late August 2019.
- The onus is on all applicants to make themselves available for interviews on the date(s) specified by Athlone Arts and Tourism and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the address/email specified on their application.
- Athlone Arts and Tourism will not be responsible for any expense, including travelling expenses, candidates may incur in connection with their candidature.
- Candidates shall undergo such medical examinations as Athlone Arts and Tourism considers necessary. Medical Examiners will be nominated by Athlone Arts and Tourism. Candidates will be required to pay the fee for any general medical examination or, unless determined otherwise, the fee for any examination by a medical specialist or for any special test and on receipt of bill, Athlone Arts and Tourism will reimburse the candidate. Candidates must comply, at their own expense, with such remedial requirements as Athlone Arts and Tourism consider necessary.
- Athlone Arts and Tourism shall require a person to whom an appointment is offered to take up such appointment within a period of not more than one month (must be available to start the third week of September 2019) and if they fail to take up the appointment within such period or such longer period as the company in its absolute discretion may determine, the company shall not appoint them.
- Candidates who do not attend for interview or other test when and where required by Athlone Arts and Tourism, or who do not, when requested, furnish such evidence as the company requires in regard to any matter relevant to their candidature, will have no further claim to consideration.
- A panel may be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, be appointed as appropriate vacancies arise. The life of the panel shall be 12 months.
- Appointment will be subject to the receipt of satisfactory Garda Vetting and references.

- **Basis for Processing your Personal Information:** The basis for processing your personal data is to progress your application for the position you have applied for with Athlone Arts and Tourism under the Terms of the Employment (Information) Act 1994 and Athlone Arts and Tourism recruitment policies and procedures.
- Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation of if you require an employment permit /visa/ or work authorisation.
- **Sharing of Information:** Outside of the relevant recruitment team, the information provided in your application will only be shared for progressing the competition for which you have applied for, with a designated short-listing and / or interview board.
- If, following the competition, you are offered a position or placed on a panel, the information provided in your application will be used to form your Personal File.
- **Storage period:** Your application will be retained for one year from the date a panel for this position is formed. Applications which are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.
- If you do not furnish the personal data requested, Athlone Arts and Tourism will not be able to progress your application for the competition for which you are applying.
- Applications will be treated in strict confidence.

APPLICATION PROCEDURE

Please ensure that you provide a valid postal and email address and a contact telephone number on your cover letter. Applicants to send 3 x hard copies of a current Curriculum Vitae and cover letter (including 2 named references), outlining their specific experience as it relates to the role description **no later 5pm on Friday 2nd August 2019 to;**

The Manager,
Athlone Arts & Tourism,
c/o Luan Gallery,
Elliot Road,
Athlone,
Co. Westmeath.

OR

Email: admin@athloneartsandtourism.ie

Applications sent by post should be posted in sufficient time to ensure delivery by this deadline. Allegations of loss or delay will not be considered unless supported by a Certificate of Posting. The cost of postage must be borne by the applicant. Please note an email confirmation of receipt of application will be sent. Shortlisted candidates must be available to attend interview which will be held in late August 2019.

Please note canvassing will disqualify.